To all employees,

As we prepare for integration, we want to share information with all employees concerning standard work hours at all PennWest campuses, effective July 1, 2022. This policy also applies to those with approved telecommuting arrangements.

**Academic and Administrative Offices**

Academic Offices and Administrative Offices will be required to be staffed to provide services to students and the public from 8 a.m.-4 p.m. Monday-Friday.

The combining of two 15-minute breaks with a half-hour unpaid meal period will be the common scheduling model for PennWest.

There are two alternatives to the common scheduling model:

- Employees who take their two 15-minute breaks may work a schedule that begins one half hour earlier or ends one half hour later.
- Employees who take their two 15-minute breaks may work a schedule that includes two 15-minute breaks and a one-half hour unpaid meal break. If this model is selected by the employee, the supervisor will be responsible for ensuring the employee is only away from work for the one-half hour meal period.

Offices requiring coverage can be open from 8 a.m.-4:30 p.m. Employees will be scheduled either 8 a.m.-4 p.m. or 8:30 a.m.-4:30 p.m. Preference for the assigned schedule will be based on seniority.

Offices with sufficient staff to cover the 8 a.m.-4:30 p.m. time frame may schedule employees to work 7:30 a.m. to 3:30 p.m. as long as the 8 a.m.-4:30 p.m. time frame is staffed.

Employees taking a half day, paid or unpaid, off will need to submit the 15-minute break period not earned as leave time. For example, an employee working 8 a.m.-4 p.m. who takes off at noon would need to submit 3.25 hours of leave for the time off work. The leave time taken is still subject to prior approval of the supervisor.
Facilities Management

Facilities Management employees (maintenance, custodial and grounds) will be allowed to combine their two 15-minute breaks for a single half-hour break in the morning and retain a half-hour lunch.

Work hours for these employees will vary based on need but common daylight shifts will be 6 a.m.-2 p.m. and 7 a.m.-3 p.m.

Please direct any questions to your campus HR lead:

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Sincerely,

Timothy P. Fogarty
Senior Associate Vice President for Human Resources